

# **GUARDIANSHIP OF A MINOR**

# **2**

## **Get a Permanent Appointment for a Minor**

**Part 2: Service and Notice  
of the Court Hearing  
(Forms Packet)**



## SELF SERVICE CENTER

### FOR APPOINTMENT OF A PERMANENT GUARDIAN FOR A MINOR

#### PART 2: Service and Notice (Forms Only)

##### How to assemble these documents

This packet contains forms about service and notice on a permanent appointment of a guardian of a minor. Items listed in **BOLD** are forms to be filled out, copied, and filed with the Court. Non-bold items are information pages. Do not copy or file those pages. Be sure the documents are in the following order:

Order	File Number	Title	No. Pp.
1	JG2ft	Table of forms in this packet (this page)	1
2	JG2k	Checklist: Use these forms if.....	1
3	JG20f	<b>"Acceptance of Service"</b> (and Waiver of Notice) Regarding Permanent Guardianship of a Minor	1
4	JG24f	<b>"Affidavit Supporting Publication"</b>	2
5	JG29f	<b>"Proof of Notice of Hearing for Guardianship of a Minor"</b>	2

The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

**SELF SERVICE CENTER**  
**SERVICE AND NOTICE**  
**APPOINTMENT OF GUARDIAN**

**CHECKLIST**

**You may use the forms and instructions in this packet only if the following factors apply to your situation:**

- ✓ You want to have the court appoint a guardian for a minor.
- ✓ You filed or will file the court papers to ask for the appointment.
- ✓ You need to give notice of the court case to interested parties or other persons entitled to notice as required by law (A.R.S. § 14-5207).

**READ ME:** It is very important for you to know that when you sign a court document, you may be helping or hurting your court case. Before you sign any court document, or get involved with a court case, it is important that you see a lawyer to make sure you are doing the right thing. The Self-Service Center has a list of lawyers who can give you legal advice and can help you on a task-by-task basis for a fee. If you want to know more about our list of lawyers and our list of mediators, ask the Self-Service Center staff.

Your Name: \_\_\_\_\_  
 Your Address: \_\_\_\_\_  
 Your City, State, Zip Code: \_\_\_\_\_  
 Your Telephone Number(s): \_\_\_\_\_  
 Attorney Bar Number (if applicable): \_\_\_\_\_  
 Representing ☐ Self (Without a Lawyer) OR  
 Attorney for \_\_\_\_\_

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

In the Matter of Guardianship of \_\_\_\_\_

Case Number: JG \_\_\_\_\_

\_\_\_\_\_ A Minor

### ACCEPTANCE OF SERVICE (and WAIVER OF NOTICE) REGARDING PERMANENT GUARDIANSHIP OF A MINOR

The person who signs below states under oath or affirmation, the following:

My relationship to the person named in the caption above as "A Minor", is:  
 (Example: "father" or "sister"): \_\_\_\_\_

**1. ACCEPTANCE OF SERVICE.**

I have received a copy of the following Court papers concerning permanent guardianship of a minor:  
 (Check the box next to each document you received.)

- ☐ *"Petition for Permanent Appointment of Guardian of a Minor"*  
☐ *"Affidavit of Person to be Appointed as Guardian"*  
☐ *"Consent of Parent to Guardianship (and Waiver of Notice)"*  
☐ *"Petition for Termination of Guardianship of a Minor"*  
☐ OTHER (List Title of Document): \_\_\_\_\_

I waive formal service of process (personal service), and understand that by accepting these papers, it is the same under Arizona Law as if I had been personally served.

I am aware that accepting service of these court papers and signing this document does not in any way reduce my rights or obligation to file a written objection or to come to court to object.

- 2.** ☐ I am *not on active duty in the military* forces of the United States of America; **OR**  
☐ I am *on active duty in the military* forces of the United States of America, **AND**

**NOTE:** When military duty interferes with the ability to participate in a case, **the Soldiers and Sailors** (now "Service Members") **Civil Relief Act** permits the service member to delay or overturn a civil court proceeding. Waiving this right does NOT affect your right to later request a change in the court's ruling.

**IF ACTIVE DUTY MILITARY, CHECK ONE BOX :** ☐ I **WAIVE** the right to delay or overturn this proceeding.  
☐ I **do NOT** waive the right to delay or overturn this proceeding.

- 3.** ☐ **(OPTIONAL) I WAIVE NOTICE** of all further proceedings in this matter. I understand that I can reverse this waiver by filing a written document with the Court under this case number declaring that I no longer waive notice of hearings and other court proceedings.

\_\_\_\_\_  
 Signature

Signed before me this date: \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
 Michael K. Jeanes, Clerk of Superior Court

Notary \_\_\_\_\_ OR \_\_\_\_\_

My Commission Expires: \_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_  
 Deputy Clerk

Name of Person Filing Document: \_\_\_\_\_  
 Your Address: \_\_\_\_\_  
 Your City, State, Zip Code: \_\_\_\_\_  
 Your Telephone Number: \_\_\_\_\_  
 Attorney Bar Number (if applicable): \_\_\_\_\_  
 Representing ☐ Self (Without a Lawyer) OR  
 Attorney for \_\_\_\_\_

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

In the Matter of Guardianship of

Case Number: JG \_\_\_\_\_

### AFFIDAVIT SUPPORTING PUBLICATION

\_\_\_\_\_ A Minor

1. I am the Petitioner or Applicant and make this Affidavit to show the circumstances why notice by publication was used, and to show how service by publication was done.
  
2. Here are the names of people entitled to notice of this matter to whom I gave notice by publication:
  - Name: \_\_\_\_\_

Last Known Address: \_\_\_\_\_

Last Date I Tried to Find Person: \_\_\_\_\_

Relationship of Person to the Minor: \_\_\_\_\_
  
  - Name: \_\_\_\_\_

Last Known Address: \_\_\_\_\_

Last Date I Tried to Find Person: \_\_\_\_\_

Relationship of Person to the Minor: \_\_\_\_\_
  
  - Name: \_\_\_\_\_

Last Known Address: \_\_\_\_\_

Last Date I Tried to Find Person: \_\_\_\_\_

Relationship of Person to the Minor: \_\_\_\_\_
  
  - Name: \_\_\_\_\_

Last Known Address: \_\_\_\_\_

Last Date I Tried to Find Person: \_\_\_\_\_

Relationship of Person to the Minor: \_\_\_\_\_

Case No. \_\_\_\_\_

3. I made a diligent search to find out the residence and whereabouts of the people entitled to notice, but the search has failed to reveal any information concerning their residence or whereabouts.

4. I contacted the persons listed below to find out the location of the following people entitled to notice:

Name of Person I am Looking for:

Address of Person I Contacted:

Name of Person I Contacted:

Name of Person I am Looking for:

Address of Person I Contacted:

Name of Person I Contacted:

Name of Person I am Looking for:

Address of Person I Contacted:

Name of Person I Contacted:

Name of Person I am Looking for:

Address of Person I Contacted:

Name of Person I Contacted:

5. **ABOUT THE PUBLICATION.**

☐ **NOTICE OF HEARING** was published in a newspaper in this County on the following dates.

A. \_\_\_\_ / \_\_\_\_ / \_\_\_\_,

B. \_\_\_\_ / \_\_\_\_ / \_\_\_\_,

C. \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

☐ **PROOF OF PUBLICATION** is attached. (Attach an Affidavit of Publication supplied by the newspaper that published the notice.)

**By signing this document, I state to the Court, under penalty of perjury, that the information presented is true and correct to the best of my knowledge and belief.**

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Petitioner's Signature

Your Name: \_\_\_\_\_  
 Your Address: \_\_\_\_\_  
 Your City, State, Zip Code: \_\_\_\_\_  
 Your Telephone Number: \_\_\_\_\_  
 Attorney Bar Number (if applicable): \_\_\_\_\_  
 Representing ☐ Self or ☐ Attorney for \_\_\_\_\_

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

In the Matter of Guardianship

Case Number: JG \_\_\_\_\_

### PROOF OF NOTICE OF HEARING FOR PERMANENT GUARDIANSHIP OF A MINOR

\_\_\_\_\_ a Minor

**The person who signs below** (on next page) **states under oath or affirmation, the following to be true under penalty of perjury:**

1. **DOCUMENTS PROVIDED:** I provided copies of the following court documents. (Check the box for each court document you provided. Write in any non-listed documents after "OTHER".)

- ☐ *"Petition for Permanent Appointment of Guardian of a Minor"*  
☐ *"Affidavit of Person to be Appointed as Guardian"*  
☐ *"Consent of Parent to Guardianship (and Waiver of Notice)"*  
☐ *"Petition for Termination of Guardianship of a Minor"*  
☐ *"OTHER"* (List Title of Document) \_\_\_\_\_

2. **TO WHOM I GAVE NOTICE:** These are the people to whom I gave copies of all the documents listed in Number 1 above. State the relationship between the person who has or will have the guardianship, and the person you gave the copies to.

- A. Name: \_\_\_\_\_  
 B. Relationship to person: \_\_\_\_\_  
 C. Date I gave the documents: \_\_\_\_\_  
 D. How I gave the documents -- check at least one box and complete the information:  
☐ Personal service (File *"Affidavit of Acceptance"* or of process server or sheriff)  
☐ 1st class mail, postage prepaid  
☐ Certified mail  
☐ Registered mail (attach green card to this paper)  
☐ Hand delivery by (name) \_\_\_\_\_

- A. Name: \_\_\_\_\_  
 B. Relationship to person: \_\_\_\_\_  
 C. Date I gave the documents: \_\_\_\_\_  
 D. How I gave the documents -- check at least one box and complete the information:  
☐ Personal service (File *"Affidavit of Acceptance"* or of process server or sheriff)  
☐ 1st class mail, postage prepaid  
☐ Certified mail  
☐ Registered mail (attach green card to this paper)  
☐ Hand delivery by (name) \_\_\_\_\_

Case No. \_\_\_\_\_

- A. Name: \_\_\_\_\_  
B. Relationship to person: \_\_\_\_\_  
C. Date I gave the documents: \_\_\_\_\_  
D. How I gave the documents -- check at least one box and complete the information:  
☐ Personal service (File **"Affidavit of Acceptance"** or of process server or sheriff)  
☐ 1st class mail, postage prepaid  
☐ Certified mail  
☐ Registered mail (attach green card to this paper)  
☐ Hand delivery by (name) \_\_\_\_\_

- A. Name: \_\_\_\_\_  
B. Relationship to person: \_\_\_\_\_  
C. Date I gave the documents: \_\_\_\_\_  
D. How I gave the documents -- check at least one box and complete the information:  
☐ Personal service (File **"Affidavit of Acceptance"** or of process server or sheriff)  
☐ 1st class mail, postage prepaid  
☐ Certified mail  
☐ Registered mail (attach green card to this paper)  
☐ Hand delivery by (name) \_\_\_\_\_

**By signing this document, I state to the Court, under penalty of perjury, that the information I have provided on this form is true and correct to the best of my knowledge and belief.**

\_\_\_\_\_  
Date (Month/Day/Year)

\_\_\_\_\_  
Petitioner's Signature